

DATE: APRIL 16, 2021
INS21017
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INSUR POLICY & RATE ANAL 2
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
RATES & FORMS
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER GENERAL SUPERVISION, ANALYZES PROPERTY AND CASUALTY RATE, FORM AND RULE FILINGS AT A BASIC LEVEL. MUST REVIEW FILINGS TO DETERMINE COMPLIANCE WITH WEST VIRGINIA CODE, LEGISLATIVE RULES, BULLETINS, INFORMATIONAL LETTERS AND STATUTES. CORRESPOND WITH CARRIERS ON FILING ISSUES TO REACH FINAL DISPOSITION. CORRESPOND WITH INSURANCE REPRESENTATIVES, CONSUMERS AND THE NAIC ON INSURANCE ISSUES. MUST HAVE KNOWLEDGE OF PROPERTY AND CASUALTY PRODUCTS INCLUDING HOMEOWNERS, AUTO, COMMERCIAL, INLAND MARINE AND WORKER'S COMPENSATION. MUST HAVE STRONG WRITTEN AND VERBAL COMMUNICATION SKILLS, AS WELL AS STRONG COMPUTER AND MATH SKILLS. PREFERENCE MAY BE GIVEN TO CANDIDATES WITH EXPERIENCE IN RATE, FORM OR RULE FILINGS, OR EXPERIENCE WITH SERFF. PERFORM OTHER DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY.
SUBSTITUTION: DESIGNATION AS A CHARTERED LIFE UNDERWRITER (CLU), CHARTERED PROPERTY AND CASUALTY UNDERWRITER (CPCU), CHARTERED FINANCIAL CONSULTANT (CHFC) OR FELLOW OF THE LIFE MANAGEMENT INSTITUTE (FLMI).
OR
EXPERIENCE AS DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: THREE (3) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EMPLOYMENT AS AN INSURANCE AGENT, BROKER, POLICY EXAMINER, RATE ANALYST, ADJUSTER OR INVESTIGATOR WITH AN REGULATORY AGENCY IN THE AREAS OF LIFE, PROPERTY AND CASUALTY OR ACCIDENT AND HEALTH OR IN A

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TECHNICAL CAPACITY IN AN INSURANCE REGULATORY
AGENCY OR EXPERIENCE IN A MATHEMATICAL,
STATISTICAL OR ACTUARIAL FIELD.
PROMOTIONAL ONLY: TWO (2) YEARS OF EXPERIENCE AS
AN INSURANCE POLICY AND RATE ANALYST 1 MAY
SUBSTITUTE FOR THE REQUIRED TRAINING AND
EXPERIENCE.

SALARY: PAY GRADE 015 \$32,721.96 - \$60,534.96

DEADLINE: APRIL 27, 2021

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
DEBBIE PICKENS
900 PENNSYLVANIA AVENUE
CHARLESTON, WV 25302

PLEASE INCLUDE POSTING NUMBER INS21017 ON APPLICATION